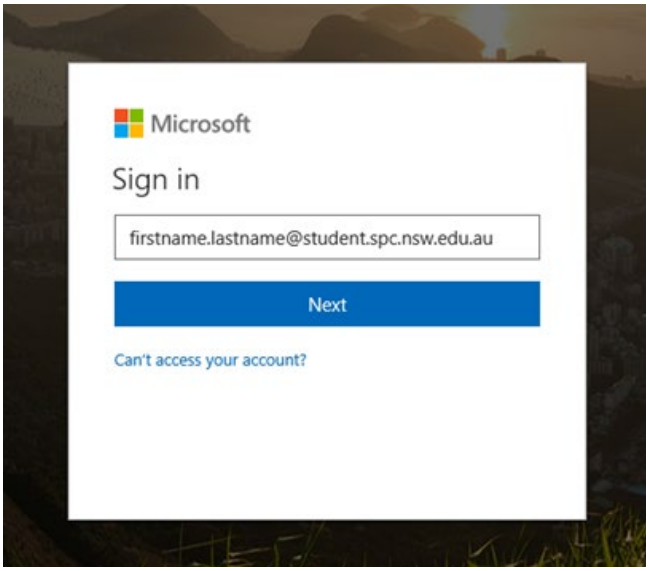
Office 365 Installation Guide for SPC

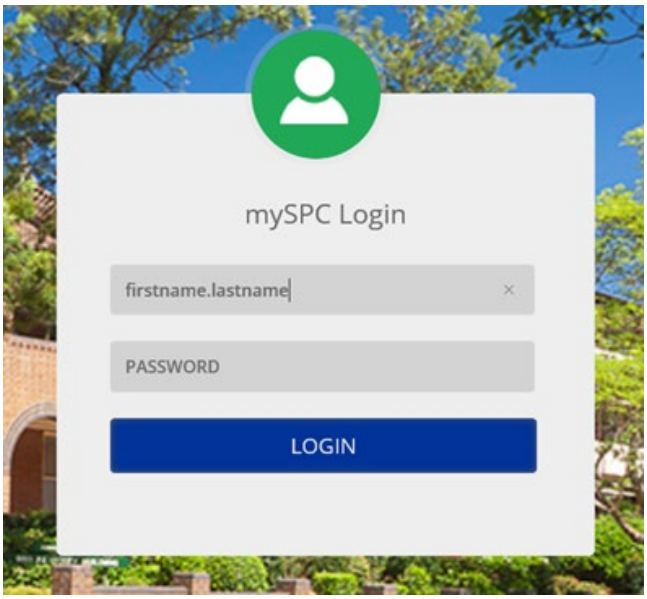
Windows

Log in

1. Go to: https://portal.office.com and put your full school email address.

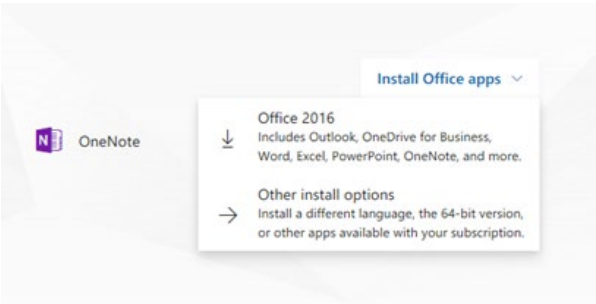


2. Login into the mySPC Page with your school username and password.

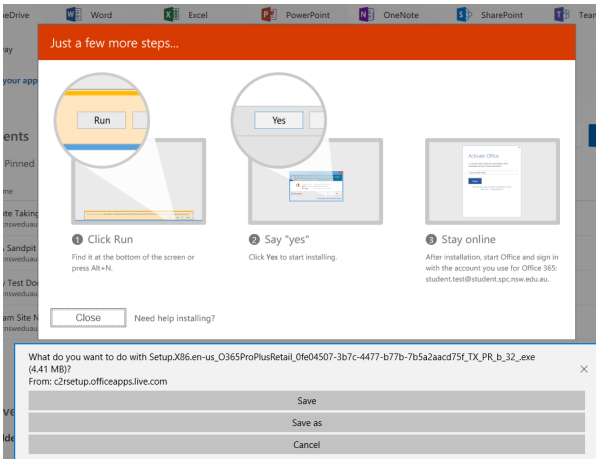


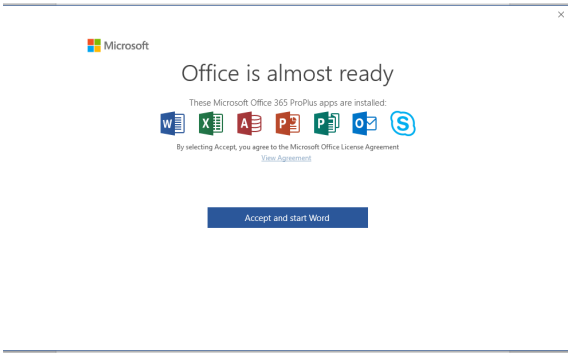
Username: firstname.lastname
Password: School Password

3. Once logged in, go to “Install Office Apps” in the top right side corner and click “Office 2016”.



4. Press “Save” then press “Run”.



5. Let this program run through the installation.

6. Once the installation has completed, open “Word” and press “Accept and start Word”. You now have office installed.